



**MINUTES OF THE REGULAR MEETING  
OF THE  
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA  
WEDNESDAY, JULY 11, 2007**

1. The meeting was called to order at 5:06 p.m.
2. **ROLL CALL:** Board President Michael Robles-Wong, Avonnet Peeler, Michael Rich, Linda McHugh and Executive Secretary Karen Willis.

**ABSENT:** Member Roberto Rocha

**STAFF PRESENT:** Jill Kovacs, Senior Management Analyst, and Stacey Meier, Administrative Technician I, Human Resources.

**OTHERS IN ATTENDANCE:** Pam Sibley, Frances Gong, Linda Justus, Terry Flippo and Alan Elnick

3. **MINUTES:** The minutes of the regular meeting of April 4, 2007 were presented for Board approval. Member Rich moved to accept, Member Peeler seconded, and carried by a 4-0 vote.

4. **CONSENT CALENDAR:**

Member McHugh moved to accept the consent calendar, Member Peeler seconded and carried by a 4 -0 vote.

SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR THE MONTHS OF **APRIL, MAY AND JUNE 2007.**

<b>4A. ELIGIBLE LIST ESTABLISHED</b>	<b>DATE ESTABLISHED</b>	<b>EXAM NO.</b>
Administrative Tech I	5/2/2007	207-31PR
Assistant Engineer (Traffic)	4/17/2007	206-561
CATV Network Engineer	5/24/2007	207-22
Communications Center Supervisor	4/16/2007	207-12
Development Manager	3/27/1997	207-24PR
Fleet Mechanic	5/4/2007	207-15
Junior Engineer	5/30/2007	207-36
Junior Engineer	6/22/2007	207-36
Line Working Supervisor	5/23/2007	207-20
Office Assistant	6/20/2007	207-39
Police Records Supervisor	4/17/2007	207-13
Public Safety Dispatcher (Lateral)	6/28/2007	207-29
Public Safety Dispatcher (Entry)	6/28/2007	207-28
Sales and Service Supervisor	6/7/2007	207-23
Senior Account Clerk	5/10/2007	207-21R
System Dispatcher	6/20/2007	207-25
Transportation Engineer	6/6/2007	207-33PR

<b>4B. ELIGIBLE LIST EXTENDED</b>	<b>DATE ESTABLISHED</b>	<b>EXAM NO.</b>
Administrative Technician I (HR)	11/29/2006	206-70
Construction Inspector & Survey Supervisor	6/9/2006	206-22PR
Customer Service Representative	7/20/2006	206-09
Deputy City Attorney II	5/31/2006	206-16
Library Technician (Volunteer Services)	1/30/2007	206-58

Police Sergeant	11/14/2006	206-52PR
Program Specialist I/II (Int. Waste Mgmt Program)	1/25/2007	206-63
Program Specialist II (Clean Water Program)	11/2/2006	206-48
Stock Clerk	2/28/2007	207-19
Supervising Librarian (Children's Services)	1/17/2007	206-49
Transportation Coordinator	1/5/2007	206-71

**4C. ELIGIBLE LIST EXPIRED/CANCELLED/  
EXHAUSTED**

**DATE ESTABLISHED**

**EXAM NO.**

Accounting Technician	12/15/2005	205-57
Junior Engineer	2/15/2007	206-64
Plan Check Engineer	2/16/2007	206-73
Police Lieutenant (Promotional)	7/6/2005	205-36PR
Police Officer (Academy Graduate)	2/26/2007	206-75
Police Officer (Lateral)	2/26/2007	206-74
PW Maintenance Team Leader (Plumbing)	11/2/2006	206-62PR
Recreation Program Coordinator	1/31/2007	206-68
Senior Electrical Engineer	2/1/2007	206-10PR
Supervising Librarian (Adult Services)	1/18/2007	206-50

**4-D LIST OF SPECIFICATIONS:**

Information Technology Manager (Retitled and Revised)  
Purchasing and Payables Coordinator (New)  
Stock Clerk (Revised)  
Transportation Engineer (Revised)

**5. REGULAR AGENDA ITEMS**

**5-A Activity Report - Period of March 1, 2007 through May 31, 2007**

Board Member Rich stated that there seemed to be a high number of probationary releases. Karen Willis explained that it may be an indication of problems in the selection process or the candidate who was chosen may not have been a good fit for the department. Board President Robles-Wong stated that it seems as though the City is having retention issues with regard to Police and Fire positions.

**5-B Reclassification – From Administrative Services Coordinator to Purchasing & Payables Coordinator**

Executive Secretary Karen Willis shared that the Purchasing and Payables Coordinator is a unique classification. Member Rich asked if this reclassification was different from the previous one in the Police department, and Karen Willis confirmed that it was. Member Peeler moved to accept the reclassification, Member Rich seconded and carried by a 4 - 0 vote.

**5-C EMS Education Coordinator Correction, April 4, 2007 CSB Agenda, Item 4 - C**

Jill Kovacs presented the EMS Education Coordinator eligible list which should have been cancelled and not extended at the April 4, 2007 Civil Service Board meeting. Member Rich moved to accept the change, Member McHugh seconded and carried by a 4 - 0 vote.

**5-D Civil Service Rules Review**

Executive Secretary Willis shared that Human Resources sent a notice to the Bargaining Units, but that they had not received anything back. Member Peeler questioned whether there had been a date

listed in the letter as to when the Bargaining Units needed to respond, and Karen Willis confirmed that there was. Board President Robles-Wong asked for input from members of the audience. Linda Justus, ACEA President, stated that they were supposed to have received copies of the Civil Service Rules that contained suggested changes, and that she was interested to see what changes the Board wanted to make. Board President Robles-Wong shared that Member Peeler's copy of the Rules had highlighted sections that she had questions about but did not include changes. Member Rich stated that the reason the letter had been sent out was because the Board wanted input from the Bargaining Units regarding things that needed to be changed or updated. Pam Sibley stated that she had attended the meeting to hear about the proposed changes and that the Rules language needed to be changed. Board Members, Rich, Robles-Wong and Peeler all agreed that the Board intended the changes to be "housekeeping" to update outdated language, but that if something in the Rules is wrong it needs to be changed. Board President Robles-Wong explained it was policy versus procedure. Member Rich stated that the Board's role is to maintain the Civil Service System, not to be change agents. Board President Robles-Wong stated that if an issue was procedural, any rule related questions should go to Administration. Executive Secretary Karen Willis stated that the process would be for Human Resources to send recommended changes to the Bargaining Units and ask for their input, and would then bring those changes back to the Civil Service Board.

6. **ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENT)**

Alan Elnick shared with the Board that there had recently been a reassignment of a non-confidential classification that currently existed within one Bargaining Unit, to a confidential position within another Bargaining Unit. He stated that this reassignment had caused a reduction in force for the original Bargaining Unit. Karen Willis stated that there had not been a reduction in force because it provided another opportunity for the person who had held the reassigned position. Alan Elnick stated that the person had to compete for the position with other applicants. If the incumbent had not been hired into the new position they would have in turn, been laid off. He also stated that the position had in fact been removed from Alameda City Employees Association. Karen Willis stated that there was a memorandum sent to the Bargaining Units regarding the change and that Human Resources did not receive a response. She also stated that the department had requested the change because the position had become confidential. Linda Justus stated that she did not agree with the exam process and the new probation period for a person who had already been doing that job. Board President Robles-Wong stated that there are Bargaining Unit requirements under State and Federal law and that the City has responsibility as to its part of those requirements. Alan Elnick stated that the person had been promoted into a new position with a one year probation and that person could be eliminated at any time within that period, and that because the previous classification had been eliminated there was now no position for the promoted person to fall back on. He also shared that he was concerned about the situation under the current Rules. Member Rich stated that the Civil Service system has rules and management has discretion as to how to administer these rules. Some of these things may affect areas that are bargainable. Board President Robles-Wong asked Mr. Elnick if he thought there should be a new rule throwing everything open to competitive exam or was there specific language he would like to propose. Member Rich asked Mr. Elnick if he thought a rule was not applied correctly or if the rule is flawed. Mr. Elnick responded that he was not sure. Member Rich stated that the rules do not say that no one gets laid off. Member Rich suggested something be prepared for review. Executive Secretary Willis advised Mr. Elnick to submit a letter from Alameda City Employees Association to include in the next Civil Service Board Packet which will go out one week before the meeting, and Mr. Elnick in turn agreed to do so.

Pam Sibley stated that employees never know when to expect a reclassification or an exam, and that there is no protection in the screen-to-list process. She also stated that the Civil Service Rules are great but the interpretation is muddy. Board President Robles-Wong asked her to put her comments in writing so that the Board has something to look at in order to better understand. He also asked that Human Resources send a strikeout copy of the Rules to the Bargaining Units and requested that the Agenda for the next Civil Service Meeting include reviewing the current Rules page by page, as well as to vote for a new set of Civil

Service Officers.

7. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM BOARD)**

Board President Robles-Wong shared that this would be his last meeting due to the fact that his term was now up. Member Rich stated that he wished to thank Board President Robles-Wong and Karen Willis shared that staff would miss him. All thanked him for his time that he served on the Board.

8. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)**

Executive Secretary Willis thanked the Board Members for attending the Board appreciation breakfast.

10. There being no further business to come before the Board, the meeting was adjourned at 6:15 p.m.

Respectfully submitted,

Karen Willis  
Human Resources Director &  
Executive Secretary to the Civil Service Board